



MIAMIBEACH

Announcement of Open Position

REGISTRAR

(Bass Museum – Exhibitions Coordinator)

\$43,781.14 ANNUALLY

Open: 07/17/2006 8:30 AM

Close: Until Filled

NATURE OF WORK

Responsible for organization and maintenance of orderly forms, legal documents, files, and retrieval system associated with acquisitions, accessions, de-accessions, cataloguing, loans, packing, shipping, customs, inventory, insurance, and storage; oversees shipping arrangements; may involve supervision of subordinate registration staff. Manages the organization, design, and installation of temporary exhibitions; supervises installation staff; manages care of collections.

MINIMUM REQUIREMENTS

M.A. in Art History or closely related field. At least two (2) years of registrar experience. Throughout knowledge of techniques, practices, and professional standards with regard to museum registration methods. Advanced computer skills.

TO APPLY

E-Mail two (2) detailed resumes by close date to:

jobs@miamibeachfl.gov

or via mail to:

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: Registrar
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 6411
UC NO: 06-UO-1-195

EOE/AA/ADA/VET PREF